UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice FI-2985

For: State and County Offices

EFT's for FLP Disbursements

Approved by: Associate Administrator for Operations and Management

Carolyn B. Cooksie

1 Overview

A Background

DCIA contained provisions that required using EFT's for most Federal payments. According to DCIA, County Offices shall issue disbursements for FLP direct loan funds and interest assistance payments electronically, unless a waiver is in place. Electronically disbursing loan funds is a benefit to a borrower because, in most cases, the funds are available to a borrower 2 **workdays** after the disbursement transaction is successfully processed by FSA.

The number of days for availability of funds to the borrower is significantly increased when a check is issued. The check has to be mailed to the local office, which can take 3 workdays. When the borrower deposits the check, there may be a delay in availability of funds of up to 3 to 5 workdays for the check to clear because their financial institution (bank) may not make the funds immediately available after deposit.

B Purpose

This notice provides:

- instructions for issuing FLP disbursements through EFT
- answers to frequently asked EFT questions.

C Contacts

If there are any questions about this notice:

- County Offices shall contact their State Office

- State Offices shall contact Carolyn Lane at 314-679-6845 or Lisa Randolph at 314-679-6851.

Disposal Date	Distribution
January 1, 2011	State Offices; State Offices relay to County Offices

1 Overview (Continued)

D FSC, FLOO Contacts

When required, State and County Offices shall contact FLOO for EFT processing according to the following table.

Office	Telephone Number	FAX Number	Mailing Address
Loan Servicing Group I States 01-32	314-679-6800	314-679-6815	FSC, FLOO P.O. Box 200003 St. Louis, MO 63120-0003
Loan Servicing Group II States 33-64	314-679-6800	314-679-6816	

2 Action

A County Office Action

County Offices shall:

- use EFT processing for direct loans, guaranteed losses, and interest assistance payments
- encourage applicants, borrowers, and lenders to use EFT.

B State Office Action

State Offices shall monitor County Offices to ensure that they implement EFT processing.

Notes: FSA is required to report to Treasury the percentage of payments that are made by EFT versus paper check. FLOO will:

- monitor County Office implementation
- provide the following reports to the State Office on a monthly basis:
  - Report 389-03V PLAS EFT/Check Activity Report
  - Report 389-03W PLAS EFT/Check Activity Report Detail Records
  - Report 389-03V GLAS EFT/Check Activity Report
  - Report 389-999A GLAS EFT/Check Activity Report Detail Records.

State Offices shall use these reports to monitor EFT compliance. FLOO shall also provide monthly reports to the National Office to be used to monitor State compliance with DCIA provisions of Federal payments.

3 EFT System Access

A Update/Inquiry Authority

Update and/or inquiry authority in GLS is required to access the EFT system. County Office employees, who perform ADPS functions and do not have this authority, shall request access to NITC through the State Security Officer to the FSA Kansas City Security Office.

B Security Access

County Offices should access the Electronic Repository for Security Requests (ERSR) to request access to NITC. To access ERSR, from FSA's Intranet Homepage, under "Links", CLICK "FSA Applications". Under the Administrative Applications heading, CLICK "ERSR". County Offices shall work with the State Security Officer if there are any questions in requesting access to ERSR.

Note: State Offices may contact the FSA Kansas City Information Systems Security Office at 816-926-6537 if there are questions.

4 Terminology Used in Processing EFT for FLP

A Terms

The following table provides definitions of the terminology used in this notice for EFT processing.

Term	Definition
Automated Clearing House (ACH)	ACH is an allowable EFT method for next day disbursement of funds through Treasury. This EFT system will disburse funds through ACH on the second workday following the update of the payment request transaction.
Addenda Record	An addenda record is a record attached to each EFT transaction to identify the disbursement by name, borrower TIN, account number, and USDA loan as purpose.
Closing Agent	A closing agent will be required for FLP direct loans when real estate is taken as security according to FSA regulations. These agents will hold all funds for FSA until all loan closing documents are signed.
Designee	A designee is a type of payee used when loans are disbursed to a creditor or bank on behalf of the borrower.
Electronic Funds Transfer (EFT)	EFT refers to any transfer of funds, other than cash, check, or similar paper instrument that is initiated through an electronic terminal, such as ACH or wire transfer.

4 Terminology Used in Processing EFT for FLP (Continued)

A Terms (Continued)

Term	Definition
National Automated Clearing House Association (NACHA)	NACHA establishes the rules and regulations for processing ACH transactions.
Program Loan Accounting System (PLAS)	PLAS supports the following FLP's: • Direct Operating • Soil and Water • Direct Farm Ownership • Emergency • Indian Tribal Land Acquisition. **Note:** Transactions processed under ADPS and DLS are reflected in PLAS.
Pre-Closing	Pre-closing is the process of obtaining the necessary signatures on a borrower's note before disbursing funds.
Pre-Note	Pre-note is the process used to verify banking information. This process sends a zero dollar transaction to the bank. When the pre-note is sent, the bank is required to verify the information.
Pre-Note Status	Pre-note status is a field in the EFT system that is updated when pre-note activity occurs. See subparagraph 16 C.
Routing Number	The routing number is a unique 9-digit number obtained from the bank identifying them to the Federal Reserve Banking System.
SF-1199A	SF-1199A is currently used to obtain banking information for Farm Programs.
SF-3881	SF-3881 is used to obtain banking information for FLP's or Farm Programs.
Tax Identification Number (TIN)	TIN consists of the employer identification number (EIN) or Social Security number (SSN).
Waiver	A waiver is a means of granting the recipient of Federal funds an exception to the EFT process. A borrower may request a waiver from EFT disbursements for the following conditions: • financial hardship • physical disability • mental disability • geographic location • language/literacy barrier. **Note:** A waiver is granted by completing FFAS-12 according to 63-FI.
Wire Transfer	A wire transfer is an allowable EFT method for same day disbursement through Treasury.

5 Procedures for EFT Processing

A Implementation

County Offices shall disburse funds by EFT for all borrowers. A borrower's banking information shall be obtained as early as possible to allow for the account verification process to occur.

Banking information from new borrowers shall be requested early in the application process, and County Offices shall immediately contact established borrowers to obtain their banking information, regardless of whether or not the borrower has previously filed a waiver for Farm Program payments.

Notes: If a borrower also receives Farm Program payments, SF-1199A or SF-3881 may already be on file in the County Office. If the borrower elects to use the existing SF-1199A or SF-3881, verify that the banking information has not changed and input the banking information in the EFT system according to the instructions in this notice.

If a borrower previously filed a waiver for Farm Program payments, they may also elect to invoke the waiver for FLP's. However, the borrower must be given the opportunity to provide SF-3881 when the loan application is filed.

B Loan Closed by FSA Official

When a closing agent is not required to perfect a lien on real estate offered as security or no real estate is taken as security, the loan can be closed by an FSA official. The County Office shall request the applicant's banking information early in the application process. The banking information shall be input into the EFT system immediately to allow for the 14-calendar-day pre-note processing to be completed before the actual disbursement of funds.

Note: This pre-note processing is not intended to delay the disbursement of funds on any loan. If necessary, a manual pre-note can be completed. This will allow for immediate activation of the banking information for the disbursement of funds electronically. See paragraph 16 for instructions.

The direct loan will be obligated using a "1A Obligation" transaction through DLS. The loan should be closed or legal documents signed before ordering funds using a "1C Check Request" transaction in DLS. If the information entered into the EFT system PLAS Payment Profile matches the borrower information in PLAS, the funds will be electronically transferred to the borrower's account within 2 workdays. If the information does not match, the funds will be disbursed by check and mailed to the County Office.

5 Procedures for EFT Processing (Continued)

B Loan Closed by FSA Official (Continued)

County Offices may check the UN Status Screen in ADPS for the date and method of the disbursement. The "CSO" field will display "E" for electronic disbursement and "P" for paper check.

IF…	THEN…
"E" is displayed	funds will be in the bank account on that date and the Promissory Note Record of Advances should also be annotated.
"P" is displayed	the paper check will be mailed to the County Office address on that date by Treasury. The County Office should then enter a "1F-Loan Closing" transaction to record the loan closing date.

C Loan Closed by Attorney or Closing Agent

An attorney or closing agent is used to close direct loans when real estate is taken as security according to FSA regulations. In these cases, the funds may be electronically transferred to the attorney's or closing agent's bank account. County Offices shall begin collecting banking information from all anticipated closing agents and enter the data into the EFT system.

Confirm that the bank account information provided by the closing agent will accept ACH transmissions. FLP disbursements are processed by ACH (2 workdays), not wire disbursements (1 workday). After the banking information has been verified, all borrower loan disbursements associated with that closing agent can be disbursed immediately by EFT. All loans will be obligated using a "1A Obligation" transaction through DLS.

When an attorney or closing agent is used to close the loan, the County Office shall enter a "1C Check Request" transaction in DLS early enough for the funds to be in the attorney's or closing agent's bank account by the scheduled loan closing date.

Note: If the information entered into the EFT system PLAS Payment Profile does not match the ADPS screens, a paper check will be issued instead of EFT. County Offices shall follow the directions in this notice carefully to ensure that the information entered into the EFT system is accurate so that the loan is disbursed by EFT.

Once the borrower has signed all legal documents, the attorney or closing agent will release the funds. The County Office shall then enter a "1F-Loan Closing" transaction to record the loan closing date.

Note: For an initial disbursement, interest on the account will begin on the date of disbursement or the date of loan closing, whichever is most advantageous to the borrower. Subsequent disbursements for a multiple advance loan accrue interest on the date of disbursement.

6 Obtaining Bank Account Information

A SF-3881 to Elect Direct Deposit

County Offices shall provide SF-3881 to:

- new applicants or their attorney early in the application process
- established borrowers who have not already provided their banking information to the County Office on SF-1199A or SF-3881.

If a borrower wants to use multiple bank accounts, a separate SF-3881 must be completed for each account. SF-3881 is available from the FFAS Employee Forms Online Website at **http://165.221.16.90/dam/ffasforms/forms.html**. The web site can also be accessed from the FFAS Intranet homepage under "Forms, Publications, and Supplies".

Note: If SF-1199A or SF-3881 for Farm Programs is already on file in the County Office, and a borrower elects to use the previously filed SF-1199A or SF-3881, the borrower does not have to complete a separate SF-3881. Verify the banking information and enter it into the EFT system.

B Completing SF-3881

Complete SF-3881 according to the following table.

Field	Action
Agency Information	
Federal Program Agency	ENTER "USDA/Farm Service Agency". This information will be conveyed to the bank as part of the electronic deposit.
Agency Identifier	ENTER "FSA".
Agency Location Code (ALC)	ENTER "12200408".
ACH Format	Select "CCD+". This indicates the type of electronic disbursement file the bank will receive.
Address	ENTER "P.O. Box 200003, St. Louis, MO 63120-0003".
Contact Person Name	ENTER "Farm Loan Operations Office". Any questions that the bank may have should be directed to this contact.
Telephone Number	ENTER "314-679-6800".

6 Obtaining Bank Account Information (Continued)

B Completing SF-3881 (Continued)

Field	Action
Payee/Company Information	
Name	Enter the borrower's name as shown on 1 of the legacy systems. **Note:** This may also be a payee (such as Management Agent, Lender, Designee, or Closing Agent) and not a borrower. The name of the payee should then be entered in this block.
SSN No. or Taxpayer ID No.	Enter the borrower's or payee's SSN or EIN, both of which are considered TIN's.
Address	Enter the borrower's or payee's address as it relates to the loan.
Contact Person Name	Enter the name of the person who should be contacted if any of the information provided for the bank fails during the pre-note process, such as the borrower's name or management agent's name.
Telephone Number	Enter the telephone number for the contact person.
Financial Institution Information	
Name	Enter the name of the borrower's or payee's bank.
Address	Enter the address of the bank.
ACH Coordinator Name	Enter the name of the individual who should be contacted at the bank if the pre-note fails or if a manual pre-note is required.
Telephone Number	Enter the telephone number of the ACH Coordinator.
Nine-Digit Routing Transit Number	Enter the 9-digit number for the bank that identifies them to the Federal Reserve Banking System.
Depositor Account Title	Enter the title of the account at the bank. This information will be used only if a manual pre-note is required, and will help in identifying the particular account to the ACH Coordinator.
Depositor Account Number	Enter the borrower's or payee's account number at the bank.
Lockbox Number	Enter the lockbox number, if applicable.
Type of Account	Select either "Checking" or "Savings".
Signature and Title of Authorized Official	Enter the signature and title of a bank representative who has reviewed this information for completeness and accuracy. This may be the ACH Coordinator.
Telephone Number	Enter the telephone number of the authorized official.

Note: The **bolded** fields in this table are **not** required if SF-3881 is not completed by the bank.

C Filing SF-3881

File completed SF-3881 in the same file where SF-1199A's are maintained.

6 Obtaining Bank Account Information (Continued)

D Example of SF-3881

The following is an example of SF-3881.

OMB No. 1510-0056

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See Page 2 for additional instructions.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY:

AGENCY IDENTIFIER: | AGENCY LOCATION CODE (ALC): | ACH FORMAT: ☐ CCD+ ☐ CTX

ADDRESS:

CONTACT PERSON NAME: | TELEPHONE NUMBER (Include Area Code):

ADDITIONAL INFORMATION:

PAYEE / COMPANY INFORMATION

NAME | SSN NO. OR TAXPAYER ID NO.:

ADDRESS:

CONTACT PERSON NAME: | TELEPHONE NUMBER (Include Area code):

FINANCIAL INSTITUTION INFORMATION

NAME:

ADDRESS:

ACH COORDINATOR NAME: | TELEPHONE NUMBER (Include Area code):

NINE-DIGIT ROUTING TRANSIT NUMBER

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER: | LOCKBOX NUMBER:

TYPE OF ACCOUNT: ☐ CHECKING ☐ SAVINGS ☐ LOCKBOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator): | TELEPHONE NUMBER (Include Area code):

AUTHORIZED FOR LOCAL REPRODUCTION

SF 3881 (Rev 2/2003)
Prescribed by Department of Treasury
31 US C 3322; 31 CFR 21 0

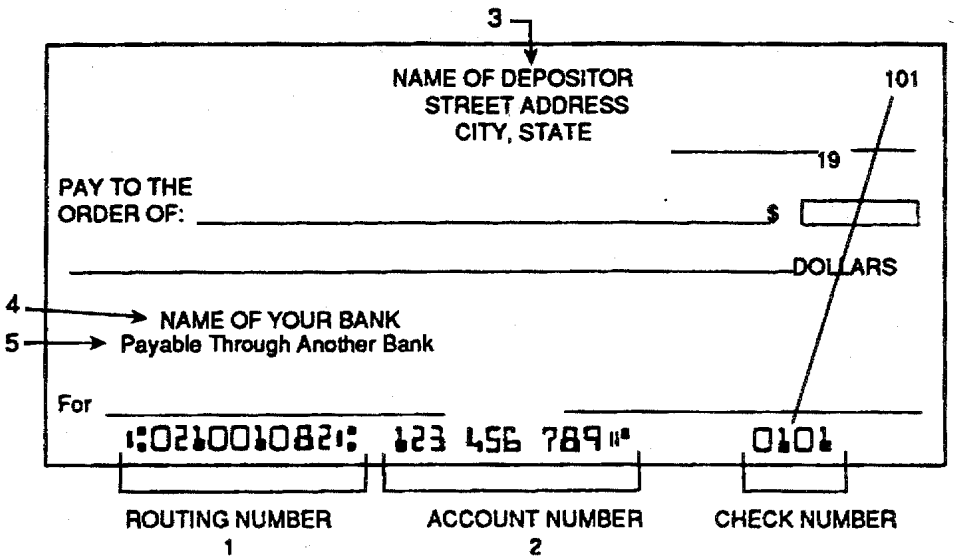
6 Obtaining Bank Account Information (Continued)

E Using a Voided Check to Verify Bank Information

Instead of having the bank complete SF-3881, the borrower, attorney, or closing agent may provide a voided check (do **not** use a deposit slip). If a voided check is provided, the County Office shall contact the bank to verify the following:

- routing number
- account number
- type of account
- if the bank accepts ACH transmissions.

The following is an example of a standard check showing the banking information needed for SF-3881.



The following table explains the items on the voided check in relation to SF-3881.

Item on Check	Field on SF-3881
1. Routing Number	Nine-Digit Routing Transit Number
2. Account Number	Depositor Account Number
3. Name of Depositor	Payee/Company Name
4. Name of Bank	Financial Institution Name
5. Payable Through Another Bank	If “Payable through” appears on the check, contact the bank to determine the bank routing number to enter in the “Routing Number” field.

7 Accessing EFT Main Menu

A NITC Teleview Menu

The banking information obtained on SF-3881, voided check, or SF-1199A shall be input into the EFT system to enable EFT disbursement processing. The EFT system allows County Offices to capture banking information outside the PLAS and GLS legacy systems for the purpose of disbursing funds electronically. The system is accessed from the NITC Teleview Menu, which is the main menu for the mainframe environment. The following is an example of the NITC Teleview Menu.

Note: The EFT session number in this example may be different from the number on the system.

```
MODEL : LUO-2/2E            U S D A            userid: FHXXX
LUNAME: TCPT0182            TELEVIEW 4.3       ESCAPE: PA1

 COMMAND ====>

 Sesnum   System    Tag   I   Application Status      Remarks / Description
---------- ----------  ----  -  ------------------------  ------------------------------
    48   DLOSFREL      N    Available                DLOS FiServ Rel System
    49   DLOSRSYS      N    Available                DLOS Release Test System
    50   DLOSXPRD      N    Available                DLOS Prod Simulate System
    51   USERPFIX      N    Available                Prod. Emergency Access
    52   USERDVLP      N    Available                Development Area
    53   USERTEST      N    Available                Test Area
    54   USERPROD      N    Available                Production Area
    55   EFT           N    Available                EFT Info Database


--------------------------------------------------------------------------------
PF1= HELP PF3= END PF7= PAGE UP PF8= PAGE DOWN PF9= NOTEPAD PF10= ERASE NOTES
```

7 Accessing EFT Main Menu (Continued)

B EFT Main Menu

On the EFT Main Menu, enter the desired option number and PRESS “Enter” to proceed to the appropriate screen.

The following is an example of the EFT Main Menu.

```
ED00                Electronic Funds Transfer System Menu                06/01/10


                        1.  UPDATE Payee Details
                        2.  LIST SELECT Payee Account

                        3.  UPDATE GLAS Payment Profile Detail

                        4.  LIST SELECT PLAS Borrower Routing
                        5.  UPDATE PLAS Payment Profile Detail

                        6.  LIST SELECT AMAS Borrower Routing
                        7.  UPDATE AMAS Payment Profile Detail

                        8.  LIST SELECT Active Financial Institution
                        9.  LIST SELECT Obsolete Financial Institution
                       10.  Treasury Symbol MENU

Select option by typing Number and Pressing Enter:
```

7 Accessing EFT Main Menu (Continued)

C EFT Menu Options

The following table describes the function of each option on the EFT Main Menu and the paragraph number for instructions on using the option.

Option	Title	Function	Paragraph
1	UPDATE Payee Detail	Use to input name and account information for establishing the pre-note for accounts that do not already exist. **Note:** The Update Account Detail Screen, to enter new or update information to establish bank account details, can be accessed from this screen. See paragraph 9.	8
2	LIST SELECT Payee Account	Use to view and select payees and their bank accounts by inputting TIN. This information can later be associated to a loan. **Note:** The Update Account Detail Screen, to enter new or update established bank account details, can be accessed from this screen. See paragraph 9.	10
3	UPDATE GLAS Payment Profile Detail	Use to enter all of the information for a guaranteed lender, including the lender ID and branch number and the related banking information.	Use this web site for GLS instructions: **http://intranet.fsa.usda.gov/fsatraining**
4	LIST SELECT PLAS Borrower Routing	Use to view a list of all the bank accounts that have been associated to a borrower on PLAS.	11
5	UPDATE PLAS Payment Profile Detail	Use to enter all of the information that relates to a borrower whose loan information is stored on PLAS.	12
6	LIST SELECT AMAS Borrower Routing	Use for the Automated Multi-Housing Accounting System (AMAS).	N/A
7	UPDATE AMAS Payment Profile Detail	Use for AMAS.	N/A

7 Accessing EFT Main Menu (Continued)

C EFT Menu Options (Continued)

Option	Title	Function	Paragraph
8	LIST SELECT Active Financial Institutions	Use to view a list of all the active financial institutions (banks) that are available for use in the EFT database.	13
9	LIST SELECT Obsolete Financial Institutions	Use to view a list of all the obsolete financial institutions (banks) that are no longer available for use in the EFT database.	14
10	Treasury Symbol Menu	For FLOO use.	N/A

8 Entering and Updating Payee Detail in EFT System

A Using the Update Payee Detail Screen

The Update Payee Detail Screen is accessed from option 1 on the EFT Main Menu. County Offices shall follow the instructions in the following table to:

- enter payee detail to establish a pre-note
- update a payee's detail
- delete a payee's detail.

Function	Action
Add a new payee	Enter TIN, type, and name on the bank account and PRESS "Enter". **Note:** ENTER "?" in the "Type" field and PRESS "F4" to obtain a list of valid payee types. ENTER "A" in the "Option" field and PRESS "Enter". "Create Successful" will be displayed if the payee has successfully been added to the EFT database.
View or modify the details of the payee's bank account	Enter TIN and type and PRESS "Enter". ENTER "X" in the "Selection" field of the entry to be viewed or modified. ENTER "AD" on the "Go To" line and PRESS "Enter". The Update Bank Account Information will be displayed. Go to paragraph 9.
Update payee attributes **Note:** If a payee currently has bank accounts that have been associated to a PLAS refund, updating the type attribute to "CLS AGENT" will **not** be permitted.	Enter TIN and type. ENTER "C" in the "Option" field and PRESS "Enter" to update attributes.

8 Entering and Updating Payee Detail in EFT System (Continued)

A Using the Update Payee Detail Screen (Continued)

Function	Action
Delete a payee's record **Note:** If a payee has bank accounts listed, deletion will **not** be permitted.	ENTER "D" in the "Option" field.
Determine whether an account is currently associated to any payments	Enter TIN and type and PRESS "Enter". ENTER "X" in the "Selection" field of the entry to be viewed or modified. ENTER "PA" on the "Go To" line and PRESS "Enter".

Note: This screen is not to be used for guaranteed loan lenders. Use EFT Main Menu, option 3, "Update GLAS Payment Profile Detail", to establish routing information for lenders.

B Example of Update Payee Detail Screen

The following is an example of the Update Payee Detail Screen.

```
FHXXX                          UPDATE Payee Detail                          11:36:58
                                                                              Page  1
   Payee Tax Id   433575599
           Type    BORROWER   +
           Name  JESSIE JAMES

------------------------------------------------ Payee Bank Accounts  ---------------------------------------------

        Sel     Routing Nbr          Bank Name        Account       C/S    Pre-note    Status Dt
                075012683          M & I BANK        1004001        C        P        06/01/2010 ***END***

                Use AD Goto to create Bank Accounts for Payee

Option     (A)dd  (C)hange  (D)elete and press ENTER
Go To      AD=Account Details   PA=Payee Associations
CI00809I: Display was successful
F3=Exit  F4=Prompt  F5=Clear  F7=Prev  F8=Next  F12=Cancel
```

9 Creating or Modifying Bank Account Detail

A Using the Update Account Detail Screen

Once a payee has been established, County Offices shall follow the instructions in the following table to create or modify bank account information.

Note: The Update Account Detail Screen is accessed from the Update Payee Detail Screen or the List Select Payee Account Screen.

Function	Action

Create a payee's banking details
 	
Notes: The payee attributes will be pre-filled from a prior screen and are protected.
 	
Duplicate bank accounts cannot be established for the same payee.
	Do the following:
	
	• "Tab" to the "Go To" line, ENTER "AD", and PRESS "Enter"
	
	• enter the following:
	
	  • routing number (the number will be validated against the financial institution list)
	
	  Note: To obtain a list of valid routing numbers, ENTER "?" in the "Routing Number" field and PRESS "F4".
	
	  • account ID (bank account number)
	
	  • "C" for checking or "S" for savings
	
	• ENTER "A" in the "Option" field and PRESS "Enter".
	
	Notes: The "Pre-note Status" field will default to "Pending" so that a pre-note can be triggered.
	
	"Create Successful" will be displayed if the banking information has successfully been added to the EFT database.

Update bank information **Note:** Updating the bank information will cause the pre-note status to reset to "Pending" to trigger a pre-note.	Enter a new routing number, account ID, or type. ENTER "C" in the "Option" field and PRESS "Enter". **Note:** The "Pre-note" field can only be updated by FLOO. See paragraph 16 for a list of abbreviations used in the "Pre-note" field.
Delete an account **Note:** If an account is currently associated to a payment, it cannot be deleted until all related payments have been deleted first.	ENTER "D" in the "Option" field and PRESS "Enter".
View a list of payments associated to the payee bank account	ENTER "PA" on the "Go To" line and PRESS "Enter".

9 Creating or Modifying Bank Account Detail (Continued)

B Example of Update Account Detail Screen

The following is an example of the Update Account Detail Screen.

```
FHXXX                    UPDATE Account Detail                    15:57:50

        Payee Tax Id   987654321
                Name   ANDREW SMITH
                Type   DESIGNEE



    Routing Number   063213038 +  C & L BK OF BLOUNTSTOWN
         Account Id   344879
                Type   C   ( C=Checking, S=Saving )



       Pre-note Status   P  PENDING
                As of   06/02/2010



       Obsolete as of



          Updated by   FHXXX                          On  06/01/2010


Option     (A)dd  (C)hange  (D)elete and press ENTER
Go To      PA=Payee Associations
CI00809I: Display was successful
F3=Exit  F4=Prompt  F5=Clear  F12=Cancel
```

10 List Select Payee Account Information

A Using the List Select Payee Account Screen

The List Select Payee Account Screen is accessed from option 2 on the EFT Main Menu. Follow the directions in the following table to view a list of payees and their corresponding bank accounts. The primary function of the List Select Payee Account Screen is to provide a selection list for the payment profile screens for payee and/or account maintenance.

Function	Action
View a list of borrowers	Enter TIN or name and PRESS "Enter". **Note:** Use the "Tab" key to move to a specific borrower's line.
View the bank account details of a specific borrower	ENTER "X" in the "Selection" field next to the borrower's ID and ENTER "AD" on the "Go To" line.
View the payee details of a specific borrower	ENTER "X" in the "Selection" field next to the borrower's ID and ENTER "PD" on the "Go To" line. The Update Payee Detail Screen will be displayed for account maintenance.

B Example of List Select Payee Account Screen

The following is an example of the List Select Payee Account Screen.

```
ED14
Electronic Funds Transfer System

06/02/10FHXXX   LIST SELECT Payee Account     17:20:48      Page  13 MORE

Search by Tax Id
or Name

Sel  Tax Id       Payee Name                  Payee Type     Account Id        Type

     323232324    JOHN SMITH                  CLS AGENT      322222222         C
     410575757    FRED A. JONES               BORROWER       410555555         S
     674674674    COM FAC LOAN EZ/E           CLS AGENT      6777777777        C
     376673376    COTTO VIR                   BORROWER       037373737 DD      C


Go To     AD=Account Details   PD=Payee Details
CI00809I: Display was successful
F3=Exit  F7=Prev  F8=Next  F12=Cancel
```

Note: Use EFT Main Menu, option 3, Update GLAS Payment Profile Detail", to verify lender information is established in the EFT system.

11 List Select PLAS Borrower Routing

A Using the List Select PLAS Borrower Routing Screen

The List Select PLAS Borrower Routing Screen is accessed from option 4 on the EFT Main Menu. Follow the directions in the following table to view a list of bank accounts that have been associated to a borrower on PLAS. Information will be displayed by loan and disbursement type.

Function	Action
View the Update PLAS Payment Profile Detail Screen	ENTER “X” in the “Selection” field next to the bank account and ENTER “PP” on the “Go To” line.
View the account details of a specific borrower	ENTER “X” in the “Selection” field next to the bank account and ENTER “RH” on the “Go To” line. The Update Payee Detail Screen will be displayed for account maintenance.

B Example of List Select PLAS Borrower Routing Screen

The following is an example of the List Select PLAS Borrower Routing Screen.

```
ED01                    Electronic Funds Transfer System                    06/02/10
FHXXX              LIST SELECT PLAS Borrower Routing                 17:20:48
                                                                          Page  1

     State Code 10    County Code    030   Borrower Id     131313131

   Fund  Loan  Disb          Bank                    Routing          Account Id          Prenote        Date


    44    01   LN       C & L BK OF BLOUNTST     063213038        410555555                    V
                                                                                        02/04/2004
    44    02   LN       C & L BK OF BLOUNTST     063213038        6777777777           V        02/04/2004
    44    03   LN       FRB-BOSTON ACH           011000015        67777777             P        02/24/2004
    44    03   LN       FRB-BOSTON ACH           011000015        037373737 DD         P        02/24/2004
    44    04   LN       FRB-BOSTON ACH           011000015        22021111111          P        02/24/2004

Go To     PP=Payment Profile  RH=Routing History
CI00809I: Display was successful
F3=Exit  F7=Prev  F8=Next  F12=Cancel
```

12 Update PLAS Payment Profile Detail

A Using Update PLAS Payment Profile Detail Screen

The Update PLAS Payment Profile Detail Screen is accessed from option 5 on the EFT Main Menu. Follow the directions in the following table to perform maintenance on the bank information concerning the occurrence of any loans or grants that are found in PLAS.

Access the Update PLAS Payment Profile Detail Screen to enter the loan data from the "1C Check Request" in DLS. Once this data has been input, all future disbursements for that specific loan number will automatically be made to the bank account.

Note: The Update PLAS Payment Profile Detail Screen can be accessed from the EFT Main Menu, the List Select PLAS Borrower Routing Screen, or the List Select Payee Account Screen.

Function	Action
Add a new payment profile **Notes:** A payment profile cannot be created without complete payee information. The information entered is not matched to DLS or PLAS to verify its accuracy. If the information entered does not match a disbursement transaction input into DLS, the payment will not be sent electronically. A check will be issued instead.	Enter data in the following fields: • State Code – a 2-digit code • County Code – a 3-digit code • Borrower ID – TIN or SSN • Loan Number – associated with obligation on the Unclosed Screen in ADPS • Fund Code – associated with obligation on the Unclosed Screen in ADPS • Disbursement Type – ENTER "?" and PRESS "F4" for a list of valid disbursement types • Servicing Contact – enter County Office employee processing the disbursement • Phone Number – enter telephone number of County Office employee input as servicing contact. ENTER "PL" on the "Go To" line and PRESS "Enter". The List Select Payee Account Screen will be displayed.
	On the List Select Payee Account Screen: • enter TIN or name and PRESS "Enter" • ENTER "X" in the "Selection" field next to the correct borrower ID and PRESS "Enter". **Note:** The Update PLAS Payment Profile Detail Screen will be displayed with the payee account information pre-filled. ENTER "A" in the "Option" field and PRESS "Enter" to add the record.

12 Update PLAS Payment Profile Detail (Continued)

A Using Update PLAS Payment Profile Detail Screen (Continued)

Function	Action
Change the ADPS payment profile on an existing payee account	Enter the borrower's information as it appears on SF-3881. ENTER "C" and PRESS "Enter".
Modify the payee account information **Note:** Pre-note status will change to "P" pending.	Enter the payee information as it appears on SF-3881. ENTER "M" and PRESS "Enter".
Go to the List Select PLAS Borrower Routing Screen	ENTER "RH" on the "Go To" line and PRESS Enter".

B First Example of Update PLAS Payment Profile Detail Screen

The following is an example of the Update PLAS Payment Profile Detail Screen before selecting Option A for "Add".

```
FHXXX                    UPDATE PLAS Payment Profile Detail                    14:21:34


          State Code   10   County Code 030      Borrower Id 131313131
        Loan Number   10                              Fund Code 44
  Disbursement Type   LN +  LOAN/GRANT

   Servicing Contact   Alex Smith
       Phone Number    111 111 1111
---------------------------------------- Payee Account Information ----------------------------------------
                Tax Id   555555555
           Payee Name    CRAIG CONROY              Payee Type BORROWER  +
     Routing Number    011000015 +  FRB-BOSTON ACH
            Account Id   22021111111111111  Type S              Obsolete as of
        Pre-note status    P  PENDING                          Pre-note Status date 06/01/2010

           Updated by    FHXXX                                     Updated On  05/28/2010
 Option      (A)dd  (C)hange  (D)elete  (M)odify and press ENTER
 Go To      PD=Payee Details    RH=Routing History   PL=Payee Account List
 CI00809I: Display was successful
F3=Exit F4=Prompt F5=Clear F12=Cancel
```

12 Update PLAS Payment Profile Detail (Continued)

C Second Example of Update PLAS Payment Profile Detail Screen

The following is an example of the Update PLAS Payment Profile Detail Screen after selecting Option A for “Add”.

```
FHXXX                    UPDATE PLAS Payment Profile Detail                    14:21:34


          State Code   10   County Code 030      Borrower Id 131313131
        Loan Number   10                              Fund Code 44
  Disbursement Type   LN +  LOAN/GRANT

   Servicing Contact    Alex Smith
       Phone Number    111 111 1111
 ---------------------------------------- Payee Account Information ----------------------------------------
                 Tax Id    555555555
           Payee Name    CRAIG CONROY              Payee Type BORROWER  +
     Routing Number    011000015 +  FRB-BOSTON ACH
            Account Id    22021111111111111  Type S              Obsolete as of
        Pre-note status    P  PENDING                          Pre-note Status date 06/01/2010

           Updated by    FHXXX                                        Updated On  05/28/2010
 Option A     (A)dd  (C)hange  (D)elete  (M)odify and press ENTER
 Go To      PD=Payee Details    RH=Routing History   PL=Payee Account List
 CI00809I: Create successful
F3=Exit F4=Prompt F5=Clear F12=Cancel
```

13 List Select Active Financial Institutions

A List Select Active Financial Institutions Screen

The List Select Active Financial Institutions Screen:

- is accessed from option 8 on the EFT Main Menu
- can be used to view all the active financial institutions (banks) that are available for use in the EFT database. The financial institutions can be accessed by either TIN or bank name.

The following is an example of the View Active Financial Institution Detail Screen.

```
FHXXX                 VIEW Active Financial Institution Detail          07:34:38

   Routing Number    011000015

             Name    FEDERAL RESERVE BANK OF BOSTON

          Address    ATTN: ACH COORDINATOR
                     600 ATLANTIC AVE

        City/State   BOSTON            MA

         Zip Code    02106 2076

     Phone Number    617 973 3745   Extension




F3=Exit F12=Cancel
```

Note: This information is updated by Treasury and cannot be modified.

14 List Select Obsolete Financial Institutions

A List Select Obsolete Financial Institution Screen

The List Select Obsolete Financial Institution Screen:

- is accessed from option 9 on the EFT Main Menu
- can be used to view all financial institutions (banks) that are no longer available in the EFT database.

Enter a starting routing number of the financial institution's name as search criteria.

Note: ENTER "X" next to the financial institution to view all payments associated with it.

```
ED08                    Electronic Funds Transfer System                    05/03/10
FHXXX              LIST SELECT Obsolete Financial Institution               08:00:22
                                                                   Page   1 MORE

        Routing Number  000000000
       or Starting Name

        Routing       Effective
 Select Number          Date              Name/Address

        011000015   01/05/1999          FRB-BOSTON ACH
                                         ATTN: ACH COORDINATOR BOSTON MA
        011000028   01/05/1999         STATE STREET BANK AND TRUST CO
                                         225 FRANKLIN STREET  BOSTON MA
        011000138   01/05/1999         FLEET SERVICES CORPORATION
                                           P.O. BOX 2197       BOSTON MA
        011000206   01/05/1999         FLEET BANK-MA
                                          ONE FEDERAL STREET   BOSTON MA
        011000390   01/05/1999         BANK BOSTON
                                         MACPK 05-02-04      DORCHESTER MA

Select an entry and press ENTER to view Obsolete Detail Routing List


CI00809I: Display was successful
F3=Exit F7=Prev F8=Next F12=Cancel
```

14 List Select Obsolete Financial Institutions (Continued)

B List Select Obsolete Detail Routing Screen

The List Select Obsolete Detail Routing Screen will be displayed after selecting a financial institution on the List Select Obsolete Financial Institution Screen. All payees associated with the obsolete financial institution will be displayed on the List Select Obsolete Detail Routing Screen.

The following is an example of the List Select Obsolete Detail Routing Screen.

```
ED11                    Electronic Funds Transfer System                    05/03/10
FHXXX                 LIST SELECT Obsolete Detail Routing                   08:00:22
                                                                      Page   1 END

     Routing Number 242448997     BANK FOR TESTING


 Sel     Account Id        Tax Id        Payee Name                        Payee Type
     01112443          922400140   OBSOLETE LENDER                         LENDER
     24488779          543223221   TEST PAYEE                              BORROWER
     5001003           522400000   MARILYN'S PAYEE                         CLS AGENT
     6652203           522400000   MARILYN'S PAYEE                         CLS AGENT
     66540             543223221   TEST PAYEE                              BORROWER
     773324            622011140   OBSOLETE PAYEE                          MAN AGENT
     7774203           522400000   MARILYN'S PAYEE                         CLS AGENT
     844444            622011140   OBSOLETE PAYEE                          MAN AGENT




Go To      AD=Account Details   PA=Payee Associations
CI00809E: Message was not found; contact Finance Office
F3=Exit  F7=Prev  F8=Next  F12=Cancel
```

15 Examples of EFT Loan Disbursement Procedures

A Example for Loan Closed by FSA Official

The following table shows the steps that should be taken in the EFT system for a loan closed by an FSA official for a new or established borrower who is not already established in the EFT system.

Step	County Office Action		Action in EFT System
1	Review County Office files to determine whether the producer has SF-1199A on file.		Use option 1 on the EFT Main Menu to enter borrower's banking account information from SF-1199A, SF-3881, or voided check to establish a pre-note. See paragraphs 8 and 9 for instructions on entering borrower and banking information.
	IF SF-1199A is…	**THEN…**	
	on file	verify the banking information with the borrower.	
	not on file	request that the borrower complete SF-3881 or provide a voided check.	
2	Check the pre-note status code **15** calendar days after entering pre-note information. **Note:** See paragraph 16 for a list of valid pre-note status codes. Pre-note status is updated on the night of the 14th calendar day.		See paragraph 9 for instructions on viewing the pre-note status.
	IF…	**THEN…**	
	the pre-note status has been updated to a valid code	follow directions in step 3 to disburse the loan.	
	14 calendar days have elapsed and the pre-note status code has been updated to a nonvalid code	re-enter banking information.	Use option 1 on the EFT Main Menu.
	14 calendar days have **not** elapsed and the loan is ready to be disbursed	see paragraph 16 to request a manual pre-note.	
3	When the loan is closed, enter the "1C Check Request" transaction into DLS.		Use option 5 on the EFT Main Menu to enter the loan information entered in DLS. See paragraph 12 for instructions on entering loan information.

15 Examples of EFT Loan Disbursement Procedures (Continued)

B Example for Loan Closed by Attorney or Closing Agent

The following table shows the steps that should be taken in the EFT system when the attorney or closing agent contacts the County Office and advises the loan is closed for a new or established borrower who is not already established in the EFT system.

Step	County Office Action		Action in EFT System
1	Request that the attorney or closing agent complete SF-3881 or provide a voided check.		Use option 1 on the EFT Main Menu to enter the banking account information from SF-3881 or voided check to establish a pre-note. See paragraphs 8 and 9 for instructions on entering borrower and banking information.
2	Check the pre-note status code **15** calendar days after entering pre-note information. **Note:** See paragraph 16 for a list of valid pre-note status codes. Pre-note status is updated on the night of the 14th calendar day.		See paragraph 9 for instructions on viewing the pre-note status.
	IF…	**THEN…**	
	the pre-note status has been updated to a valid code	follow directions in step 3 to disburse the loan.	
	14 calendar days have elapsed and the pre-note status code has been updated to a nonvalid code	re-enter banking information.	Use option 1 on the EFT Main Menu.
	14 calendar days have **not** elapsed and the loan is ready to be disbursed	see paragraph 16 to request a manual pre-note.	
3	The attorney or closing agent contacts the County Office and advises of the loan closing date, and a "1C Check Request" transaction has been entered in DLS. **Note:** A "1F-Loan Closing" transaction should be entered in DLS to record the loan closing date. Interest will begin to accrue on the date of disbursement or loan closing date, whichever is most advantageous to the borrower.		Use option 5 on the EFT Main Menu to enter the loan information entered in DLS. See paragraph 12 for instructions on entering loan information.

15 Examples of EFT Loan Disbursement Procedures (Continued)

C Loan Disbursement When Account Information Is Established in EFT System

The following table provides the steps that should be taken when the banking information for the borrower, attorney, or closing agent has already been established in the EFT system.

Step	County Office Action		Action in EFT System
1	Verify that the banking information for the borrower, attorney, or closing agent has not changed. The County Office should also ensure that the pre-note status has not been changed to "O" (Obsolete).		
2	**IF the banking information has…**	**THEN…**	
	not changed	follow directions in step 3 to disburse the loan.	
	changed or the pre-note status has changed to "O"	re-enter the banking information.	Use option 1 on the EFT Main Menu to update the bank account and establish a new pre-note if the banking information has changed. See paragraphs 8 and 9 for instructions on updating banking information.
3	The loan is closed by an FSA official and the "1C Check Request" transaction has been entered in DLS. The attorney or closing agent contacts the County Office and advises of the loan closing date, and a "1C Check Request" transaction has been entered in DLS.		Use option 5 on the EFT Main Menu to enter the loan information entered in DLS. See paragraph 12 for instructions on entering loan information.

16 Pre-Note Information

A Overview

A pre-note is a pre-verification of the banking information that has been established within the EFT database. This pre-verification will reduce FSA's liability for disbursing funds into an incorrect bank account. A pre-note consists of the same banking information that a normal EFT disbursement transaction will hold, except that it is flagged as a pre-note and the dollar amount of the transaction is zero.

B Verifying Bank Account Information

As part of the pre-note verification process, the bank is required by NACHA rules to verify that the bank account number is correct, and either the type of account (checking or savings) or the payee's TIN. The bank has 7 calendar days to respond to Treasury if the pre-note is incorrect. Correct notifications are not sent. Treasury then has 7 calendar days to pass the notice of the rejected pre-note to FSA. A pre-note is sent every time the banking information for a payee is added and when any of the following information is changed on an existing record:

- routing number
- bank account number
- TIN of the payee
- type of account (checking or savings)
- payee name.

Once the payee's bank account information is entered or changed, the pre-note status on the EFT database is set to "P" (Pending Pre-note). Nightly, the database will search and find all of the "P" status codes and create a file of pre-notes to process. This same process systematically changes the pre-note status to "S" (Submitted Pre-note).

In the nightly update on the 14th calendar day, the pre-note status will be changed to "A" (Assumed Valid) if the bank does not respond that the pre-note is incorrect. If the bank responds to Treasury with a corrected bank account number:

- the bank account number will be changed systematically
- the pre-note status updated to "V" (Valid)
- the "Updated by" will change to "TREASURY".

Any new disbursement requests that are processed in DLS that relate to a borrower or lender that has been associated with this banking information will now be sent out by EFT.

16 Pre-Note Information (Continued)

C Valid Pre-Note Codes

The following is a list of all the valid pre-notes used in the EFT database. The "Pre-note Status" field will be updated automatically or by FLOO when there is a change in the pre-note status.

- **"P" Pending** - Pre-note scheduled to be sent to the bank during the current night's update.
- **"S" Submitted** - Pre-note has been sent to the bank for approval.
- **"A" Assumed Valid** - Systematically changed after the required 14-calendar-day time period for banking information to be verified has elapsed.
- **"V" Valid (Manual)** - FLOO contacts the bank to verify the banking information. When verified, FLOO personnel will manually change the pre-note status to valid.
- **"I" Invalid (Manual)** - FLOO received notification from the bank that the information was invalid.
- "**O" Obsolete** - Systematically set if the routing information drops from the monthly list of valid routing numbers provided by Treasury.

Notes: If the 14 calendar days do not meet the disbursement dates needed, contact FLOO to request a manual pre-note. FAX a screen print of the Account Detail (AD) Screen with the supporting bank document (such as SF-3881, SF-1199A, or voided check) to FLOO. See subparagraph 1 D for FLOO's telephone and FAX numbers. A manual pre-note will change the pre-note status to "V" (Valid Manual).

If during the 14-calendar-day time period the bank rejects the pre-note, FLOO will be contacted and the pre-note status will be changed to "I" (Invalid Pre-Note). The payment profile will have to be corrected.

17 Return of ACH Disbursements

A Returns

ACH may be returned for the following reasons:

- a loan closing is canceled
- an obligation and advance is canceled
- an error in the amount of a disbursement is identified.

In the event that the funds are returned, follow the ACH rules in subparagraph B.

B ACH Rules

The ACH rules state that the bank must be contacted within 2 calendar days of disbursement for the funds to be returned to Treasury. The bank may request a Letter of Indemnity from FLOO. Once the bank has returned the funds, FLOO can access the Treasury Online Disbursement System within 3 calendar days to verify that the funds were returned to FSA's account. FLOO will process the return of funds based on instructions received on FSA-2072.

In situations where the bank will not return the funds, FLOO should be contacted immediately. As the originator of the disbursement, FLOO can request the bank to return the funds. To have the funds returned, contact the designated FLOO contact according to subparagraph 1 D. Treasury will return the funds to FSA if notified within 5 workdays of the disbursement. After 5 workdays, Treasury will contact the bank directly and request the return.

C Completing FSA-2072

If a return is to be processed by the bank, complete FSA-2072 and FAX it to FLOO. Indicate appropriate cancellation action requested and note in FSA-2072, item 14, "Remarks" that the funds were returned electronically and the date the return was requested. When the funds have been returned and updated to the borrower's account, subsequent disbursement requests can be made through DLS.

If disbursement return does not meet ACH rules guidelines, the disbursement may be returned by paper check made payable to "Farm Service Agency". The check should be returned by mail to FLOO, at the address in subparagraph 1 D, with completed FSA-2072.

18 Frequently Asked Questions

A Direct Loan Program Questions

The following table contains answers to frequently asked EFT questions for direct loan programs.

No.	Frequently Asked Question	Answer
1	Is the FLP EFT system connected to the Farm Program EFT system?	They are 2 separate systems; therefore, the information must be entered in each system, even if the same election form is used.
2	When should I obtain the bank account and payee detail information?	Include SF-3881, which is available on the Intranet FFAS Employee Forms Online Website, in the application package. Established borrowers should be contacted to obtain banking information if banking information is not already on file in the County Office. Verify the banking information on file before entering it in the EFT system.
3	What payee types are associated to direct loan borrowers?	• Borrower – Payment disbursed directly to bank account of borrower. • Closing Agent – Payment disbursed to bank account of closing agent. Usually used for Farm Ownership loans. • Designee – Payment disbursed to third party on behalf of borrower.
4	How do I update the payee detail and bank information?	Access the NITC Screen and choose the EFT option. Select option 1 from the EFT Main Menu to input the payee TIN, type, and name. The Bank Account Detail Screen can be accessed from the EFT Main Menu. Entering the bank account information will trigger the zero dollar pre-note process to verify the accuracy of the information entered. See paragraph 8.
5	Why do I have to wait 14 calendar days for the system to validate the pre-note?	According to NACHA rules, which regulate all ACH transactions, the bank has 6 workdays to verify the banking information. The remaining 4 workdays allow time for Treasury to return the information to FSA. The system changes the pre-note status to “A” after 14 calendar days if no information has been received from Treasury.

18 Frequently Asked Questions (Continued)

A Direct Loan Program Questions (Continued)

No.	Frequently Asked Question	Answer
6	Do I have to wait the 14 calendar days to disburse funds?	No. The intent of the pre-note process is not to delay disbursement, but to ensure the accuracy of the banking information. If the 14 calendar days do not meet the user's disbursement needs, users may contact FLOO according to subparagraph 1 D for instructions on acquiring a manual pre-note. When a manual pre-note is accomplished, the pre-note status will change to "V".
7	When can I update Option 5 Update PLAS Payment Profile Detail to attach the borrower information to the bank account?	The PLAS Payment Profile can be entered after users have established the payee detail and bank account and processed the "1A Obligation" transaction to obligate loan funds. Users must have the correct fund and loan number to update the PLAS Payment Profile. Users do not have to wait for the pre-note to be validated to attach the PLAS Payment Profile to the bank account. The update **must** be accomplished before the processing of the "1C Check Request" transaction to disburse the funds. The EFT system is online real time so users can update the EFT system the same day as the "1C Check Request" transaction, if necessary. Call FLOO for manual validation of the pre-note, if necessary.
8	How do I change the payee detail information?	Payee detail information can be changed from the EFT Main Menu, option 1, or the Update Payee Detail Screen, or modified from the Update PLAS Payment Profile Detail Screen. See paragraphs 8 and 12.
9	How do I change the payee bank account information?	Payee bank account information can be changed from the Update Account Detail Screen or modified from the Update PLAS Payment Profile Detail Screen. See paragraphs 9 and 12.

18 Frequently Asked Questions (Continued)

A Direct Loan Program Questions (Continued)

No.	Frequently Asked Question	Answer
10	What are the pre-note status codes?	**P** - Initial entry of banking information. **S** - Zero dollar pre-note submitted to bank. **A** - Assumed valid is updated in the nightly update on the 14th calendar day after submission if no return is received from Treasury. **V** - Manually pre-noted in FLOO. A pre-note is generated upon initial entry of the banking information and when a change is made to the banking information.
11	Can I delete the banking information from the EFT system?	If a PLAS Payment Profile is attached to a bank account, it must be deleted before deleting the bank account information. If the bank account will no longer be used for disbursement, it should be deleted. The banking information will be systematically deleted after 3 years if there is no activity on the account.
12	What is the difference between ACH and wire transfer?	ACH is an allowable EFT method for disbursement through Treasury. The EFT system will disburse the funds by ACH on the second workday following the update of the "1C Check Request" transaction. Verify that the bank account information received from closing agents will accept an ACH disbursement. Many closing agents have provided wire bank account information in error. Wire transfer is also an allowable EFT method for same day disbursement through Treasury. FLOO handles requests for wire transfers manually.
13	How can I verify the method of disbursement after I update the "1C" transaction?	The Unclosed Screen will display the method of disbursement. The "Check Status Code" field will display "E" for ACH disbursement and "P" for paper check disbursement.
14	How do I verify the date of disbursement?	The Unclosed Screen will display the date of disbursement. For electronic disbursement, the date is when the funds will be deposited in the bank account. For paper check disbursement, the date is the date of the check and the date of mailing.

18 Frequently Asked Questions (Continued)

A Direct Loan Program Questions (Continued)

No.	Frequently Asked Question	Answer
15	When does interest begin accruing on a borrower's disbursement?	On an initial disbursement, interest will begin accruing as of the date of loan closing or date of disbursement, whichever is most advantageous to the borrower. Subsequent disbursements accrue interest as of the date of disbursement.
16	What should I do if the bank says the funds have not been received?	Check the Unclosed Screen to verify that the funds were transmitted electronically. Verify that the bank is confirming an ACH disbursement. Notify FLOO to validate the status of the disbursement by Treasury's online PACER System.
17	Why did I get a paper check?	To successfully disburse funds by EFT, the following must be accomplished before processing the "1C Check Request" transaction: • updating payee detail information • establishing bank account data • updating PLAS Payment Profile. **Note:** Data entered must match borrower PLAS data. The system does not validate accuracy of the data entered. The pre-note must be validated systematically (A) or manually (V) and the PLAS Payment Profile attached to the bank account for the funds to disburse EFT. If the pre-note has not been validated and the PLAS Payment Profile attached, Treasury will disburse a paper check.

18 Frequently Asked Questions (Continued)

B Guaranteed Loan Program Questions

The following table contains answers to frequently asked EFT questions for guaranteed loan programs.

No.	Frequently Asked Question	Answer
1	What option should I use to update guaranteed lender banking information?	From the EFT Main Menu, ENTER "3", "Update GLAS Payment Profile Detail". This is used to enter all information for a guaranteed lender including the lender ID and branch number for the related banking information.
2	Whose name and telephone number should be entered for contact?	The name and telephone number of the contact person in the servicing office should be entered.
3	What is the purpose of the "Program" field on the Update GLAS Payment Profile Detail Screen?	FLP should be entered in this field for FLP's. This field allows the lender to have a different account number for FSA loans and Rural Development loans.
4	How do I access training information on the web for GLS?	Go to FSA's Intranet training site at **http://intranet.fsa.usda.gov/fsatraining**. Under "Farm Loan Programs", CLICK "EFT of Payments to Guaranteed Lenders".